

**THE MINUTES OF THE
NORFOLK ARCHITECTURAL REVIEW BOARD
FEBRUARY 8, 2016**

On February 8, 2016 at 4:00 p.m., a meeting of the Norfolk Architectural Review Board was held in the 10th Floor Conference Room, City Hall Building. Those in attendance were:

MEMBERS PRESENT:

Ms. Gustavson (Chairman), Mr. Lyall, Mr. Thomas, Mr. Rutledge, Mr. Hoffler, Mr. Glenn, Mr. Klemt, Mr. Gould

MEMBERS ABSENT:

Ms. Pollard

STAFF:

Mr. Newcomb, Ms. McBride, Mr. Tillett, Ms. Mouak

I. Call to Order

Ms. Gustavson called the meeting to order.

II. Roll call

Mr. Newcomb called the roll. (Quorum present)

III. Consent Agenda

a. Meeting minutes – January 25, 2016

Mr. Lyall made a motion to approve the minutes as presented. Mr. Glenn seconded the motion. The Board voted aye.

- b. 433 Granby Street – The Prince Ink Company – Business sign & encroachment

Ms. Gustavson asked that the item be removed from the consent agenda.

- c. 319 Granby Street – California Burrito – Business signage

After review of drawings, photographs and detailed specifications, Mr. Klemt made a motion to approve the application as presented. Mr. Rutledge seconded the motion. The Board voted aye.

IV. Continued Applications

Public Project

- a. 1901 E. Ocean View Avenue – Building renovations for a senior center

The application includes: converting the south teller drive-thru into a drop-off entry; a new addition on the east elevation for an egress stair; and a new addition on the west elevation for storage. Ms. McBride reviewed the design presented on January 25th and the new design with modifications.

The new south entry façade will have double full-lite entrance doors, matching sidelights and a sloped walkway. A double casement window will be added. A new railing and pickets will be added along the ramp. Mosaic murals taken from the current senior center will be placed on the entrance façade.

Two additional windows will be installed on the east elevation for an interior office space. A two-story enclosed addition for an emergency exit will be added along with new lighting and railings.

An enclosure for interior storage will be added on the west elevation. An exterior light and sidelight will be added next to the exit door. Pilasters will be added where columns previously existed on the east and west facades to help address the lack of fenestration.

Mr. Schnekser appeared before the Board. He noted that signage is still undetermined and they will return when it has been finalized.

Mr. Klemt made a motion to approve the application as presented. Mr. Hoffler seconded the motion. They Board voted aye.

b. 923-29 E. Ocean View Avenue – Captain’s Landing - Windows

No action taken. The application was continued.

Drawings and photographs were presented. Ms. McBride reviewed the application and she noted that the Board first saw this application last summer. The window was not approved at that time and the Board asked the applicant to look at a window with more articulation.

Mr. Bass appeared before the Board. He stated that he thought the vinyl single-hung window had already been approved. He presented a window sample before the Board.

The Board members commented on the depth and character of the window as shown in the renderings. They also commented on the muntin bar and trim. The Board asked the applicant to consider using a double-hung window.

Mr. Lyall made a motion to continue the application and asked the applicant to consider other alternatives. Mr. Hoffler seconded the motion. The Board voted aye.

Ms. Gustavson asked the applicant to provide to staff the addresses of properties that the applicant has built that have this window. She stated she would like to see the window installed prior to the next meeting.

V. Certificate of Appropriateness

Ghent Historic District

- a. 1201 Colonial Avenue – Signage, awning, planters & window replacement (after-the-fact)

Drawings and photographs were presented and Ms. McBride reviewed the application. Previously the building was used as a specialty shop, but it will now be used as a law office. The new entrance now faces Princess Anne Road. A new anodized aluminum storefront door in a bronze finish was installed along with four new matching windows. The applicant would like to add a canvas awning, signage, planters, and LED rope lighting around the coping of the roof. Letters from the Ghent Neighborhood League and from Mr. Yancy were provided.

Mr. Yancy appeared before the Board. He noted that the LED rope lighting is being used as accent lighting and he only plans to use it during the holiday season and

on special occasions.

The Board discussed the elevations, planters and LED rope lighting.

Mr. Glenn made a motion to approve the application as presented subject to: the rope lighting will only be used during holiday seasons and special events; and four evenly-spaced planters will be used along the southern wall. Mr. Klemt seconded the motion. Mr. Lyall, Mr. Klemt, Mr. Glenn, Mr. Thomas, Mr. Hoffler, Mr. Rutledge and Ms. Gustavson voted aye. Mr. Gould voted no.

Downtown Historic Overlay

- a. 433 Granby Street – The Prince Ink Company – Business sign & encroachment

Drawings and photographs were presented and Ms. McBride reviewed the application. She stated that the renovation of the storefront was reviewed last summer, but they had no tenant at that time. The sign will be installed into the frame on the door and it will extend outward in a bow over the sidewalk. The sign will not be illuminated.

Mr. Wallace appeared before the Board. Ms. Gustavson asked that the sign meet postal delivery/emergency requirements. Mr. Wallace stated that they plan to place the “433” on the door.

Mr. Klemt made a motion to approve the application as presented subject to: the sign will meet the criteria for address recognition. Mr. Glenn seconded the motion. The Board voted aye.

- b. 319 Granby Street – California Burrito – Business signage
(Approved on consent.)

VI. Design Review
Private Projects

- a. 419 W. 21st Street – Savor the Olive – Business sign encroachment

Drawings, photographs, material sample and site plan were presented for review. Ms. McBride stated that this building was renovated two years ago and brick veneer was added which caused the encroachment. The applicant will install

individual black letters centered above the door. The letters will not be illuminated.

Ms. Lawrence appeared before the Board. She noted that letters used on the walls inside of the building are of the same style as the letters for the proposed signage.

Mr. Lyall made a motion to approve the application as presented and the applicant is provided the opportunity to back-light the sign provided the lighting method does not change the dynamic of the sign or the architecture. Mr. Hoffler seconded the motion. The Board voted aye.

b. 417 W. 21st Street – Bangkok Garden – Business sign encroachment

Drawings and photographs were presented and Ms. McBride reviewed the application. As with the previous application, 419 W. 21st Street, after brick veneer was added to the building, the entire elevation encroaches into the city right-of-way. The existing sign is individual letters pinned to a raceway. Ms. McBride noted that the Ghent Neighborhood League had no objections. (The applicant was not present.)

Mr. Lyall made a motion to approve the application as presented. The existing sign will remain as mounted. Mr. Glenn seconded the motion. The Board voted aye.

VII. Discussion

Private Project

- a. 151 Riverview Avenue – Tarrant’s Bay – Downtown Development
Certificate review (**Withdrawn.**)

VIII. Public Comments (None)

IX. New Business

Ms. Gustavson asked the Board to consider having “Lunch and Learn” sessions and she asked for topic suggestions.

X. Old Business

Ms. Gustavson reminded the Board about the Preservation awards.

Ms. Gustavson asked about the status of the Ottinger appeal.

XI. Approval of the minutes: January 25, 2016
(Approved on consent.)

XII. Adjournment

There being no further business to discuss, the meeting adjourned at 5:40 p.m.

Respectfully submitted,

A small rectangular box containing a handwritten signature in cursive script, which appears to read "Dolores R. Cloud".

Dolores R. Cloud, Deputy City Clerk/Stenographic Reporter